Boafo Nsa

CIVIL WORKS · GHANA

Daily Site Diary & Resource Report

MANPOWER · PLANT · FUEL · MATERIALS · QUALITY · HSE · PROGRESS

REPORT NO. _____

DATE / DAY _____

SHEET _____ OF _____

Shaded cells are calculated. Man-hours = workers × (normal + overtime). Plant hours = meter end − start. Utilisation = working ÷ (working + standby + breakdown). Fuel rate = litres ÷ hours; vehicle economy = km ÷ litres.

01 Contract and time status

Record kept under FIDIC Sub-Clause 6.10 / NEC4 cl. 11

PROJECT / CONTRACT NAME _____ CONTRACT NO. _____ LOT / SECTION _____

EMPLOYER / CLIENT _____ ENGINEER / SUPERVISING CONSULTANT _____

FORM OF CONTRACT ☐ FIDIC Red ☐ FIDIC Yellow ☐ NEC4 ☐ PPA / other

SITE LOCATION / CHAINAGE FROM – TO _____

COMMENCEMENT DATE	CONTRACT DAY NO.	DAYS ELAPSED (%)	ORIGINAL COMPLETION	EOT GRANTED (DAYS)	REVISED COMPLETION

02 Weather and site conditions

Supports time-extension claims for adverse weather

PERIOD	WEATHER	RAIN mm	TEMP. °C	WIND calm / mod. / strong	WORK POSSIBLE Y / N / part	HOURS LOST
06:00 – 12:00	☐ Dry ☐ Overcast ☐ Rain ☐ Storm					
12:00 – 18:00	☐ Dry ☐ Overcast ☐ Rain ☐ Storm					
18:00 – 06:00	☐ Dry ☐ Overcast ☐ Rain ☐ Storm					
TOTALS						

GROUND / HAUL ROAD CONDITION ☐ Dry ☐ Wet ☐ Waterlogged ☐ Impassable

RAIN GAUGE READING (MM, 24 H) _____

WORKING DAY? ☐ Full ☐ Part ☐ Lost

03 Manpower by category

Local and female hire are required for most donor-funded contracts

CATEGORY	OWN no.	SUBCON. no.	TOTAL no.	OF WHICH LOCAL HIRE no.	OF WHICH WOMEN no.	NORMAL HRS per person	OVERTIME per person	MAN-HOURS TODAY	MAN-HOURS TO DATE	REMARKS
Project / site management										
Engineers & surveyors										
Supervisors & foremen										
HSE / quality / E&S staff										
Plant operators										
Drivers										
Skilled trades (mason, carpenter, steel fixer, welder)										
Semi-skilled / labourers										
Security / watchmen										
TOTALS										

ABSENT / SICK _____ INDUCTED TODAY _____ TERMINATED / LEFT _____ WORKING HOURS (FROM – TO) _____ HOT-WEATHER BREAKS _____ WAGES / ATTENDANCE SHEET REF. _____

04 Plant and equipment

Hired plant: attach the hire supplier's time sheet

PLANT / EQUIPMENT make, model, size	FLEET / REG.	OPERATOR	OWN / HIRE	PRE-START CHECK ✓ / ×	HOUR METER START	HOUR METER END	WORKING hrs	STANDBY hrs	CAUSE C / E / W	BREAK-DOWN hrs	UTILISA-TION %	FUEL litres	RATE L / hr
TOTALS													

Standby cause: C = contractor (no operator, no work front) · E = employer / engineer (awaiting instruction, access, drawings) · W = weather. Employer-caused standby is recoverable cost: notify the Engineer and record it in section 11. Lifting equipment must carry a valid thorough-examination certificate.

05 Vehicles, haulage and mileage

Tippers, water bowsers, pick-ups, low-beds, buses

VEHICLE type / capacity	REG. NO.	DRIVER	ROUTE / PURPOSE	ODOMETER START km	ODOMETER END km	DISTANCE km	TRIPS	MATERIAL HAULED	QTY m³ / t	FUEL litres	ECON. km / L
TOTALS											

06 Fuel and lubricants reconciliation

Daily dip by two people; tank bunded and locked

PRODUCT	OPENING STOCK litres	RECEIVED litres	SUPPLIER / DELIVERY NOTE	ISSUED TO PLANT §04	ISSUED TO VEHICLES §05	OTHER ISSUES generators, pumps	BOOK CLOSING opening + rec. − issued	DIP / METER litres
Diesel (AGO)								
Petrol (PMS)								
Engine oil								
Hydraulic oil								
Grease / other								

VARIANCE (DIP − BOOK), LITRES / %

BOWSER / PUMP METER START – END

STOREMAN / FUEL ATTENDANT

VARIANCE > 2% REPORTED TO

07 Materials received, used and in stock

Cement, aggregates, rebar, bitumen, pipes, blocks, admixtures

MATERIAL spec. / grade	UNIT	RECEIVED qty	SUPPLIER / DELIVERY NOTE	TEST CERT. / SAMPLE REF.	ACCEPT / REJECT	USED qty	WHERE USED activity / chainage	STOCK BALANCE qty	STORE location

08 Quality: inspections, tests and samples

Per approved Inspection & Test Plan (ISO 9001)

ITP REF. / ACTIVITY	LOCATION / CHAINAGE / LAYER	INSPECTION OR TEST type	HOLD / WITNESS H / W / R	SPECIFIED e.g. ≥95% MDD	RESULT	PASS / FAIL	WITNESSED BY Engineer's rep.	NCR NO.

CONCRETE POURED (M³) | SLUMP TESTS (NO.) | CUBES CAST (NO. / SET REF.) | FIELD DENSITY TESTS (NO.) | LEVELS / SETTING-OUT CHECKED | OPEN NCRS (NO.)

Typical tests: compaction (sand replacement / nuclear gauge, % MDD), CBR, slump and cubes, asphalt temperature and cores, layer thickness, surface regularity (3 m straightedge). **H** = hold point, work stops until released · **W** = witness point · **R** = record / review.

09 Work executed and progress

Quantities agreed with the Engineer's surveyor where required

PROGRAMME ID / BOQ ITEM	ACTIVITY DESCRIPTION	LOCATION / CHAINAGE	UNIT	PLANNED TODAY	ACHIEVED TODAY	CUMU-LATIVE to date	CONTRACT QTY	COM-PLETE %	PHOTO REF.

PLANNED PROGRESS TO DATE (%) | ACTUAL PROGRESS TO DATE (%) | AHEAD / BEHIND (DAYS)

13 Look-ahead

PLANNED FOR TOMORROW (ACTIVITY, LOCATION)

RESOURCES / INFORMATION NEEDED FROM OTHERS

10 Health, safety, environment and social

Describe incidents and grievances in the line below

MAN-HOURS TODAY	MAN-HOURS TO DATE	DAYS SINCE LAST LTI	LTI / MTC / FAC	NEAR MISSES	SAFETY OBSERVATIONS

TOOLBOX TALK TOPIC / ATTENDEES

INSPECTIONS DONE
☐ Site ☐ Plant ☐ Scaffold ☐ Excavation

PERMITS ISSUED
☐ Hot work ☐ Excavation ☐ Lifting ☐ Confined space

TRAFFIC MANAGEMENT
☐ Signs ☐ Flagmen ☐ Night lighting ☐ Diversion

DUST SUPPRESSION (BOWSER TRIPS)

SPILLS / WASTE ISSUES

COMMUNITY GRIEVANCES (NO.)

WORKER GRIEVANCES (NO.)

SEAH / CODE OF CONDUCT BRIEFING
☐ Done today ☐ Not due

LTI = lost-time injury · MTC = medical treatment case · FAC = first-aid case. Report every incident to the HSE lead and the Engineer within 24 hours (ISO 45001; IFC / World Bank ESHS requirements).

11 Delay events, claims and early warnings

EVENT / DELAY	ACTIVITIES AFFECTED	FROM – TO hh:mm	HOURS LOST	PARTY C / E / N	EARLY WARNING / NOTICE REF.	NOTICE DUE BY +28 days	ACTION / MITIGATION
☐ Weather							
☐ Late drawings / instruction / RFI							
☐ Employer access or land not available							
☐ Utility relocation							
☐ Plant breakdown							
☐ Materials shortage							
☐ Community / security							
☐ Other:							

Party responsible: C = contractor · E = employer / engineer · N = neutral (e.g. exceptional weather). Under FIDIC 2017 Sub-Clause 20.2 the notice of claim must be given within 28 days of becoming aware of the event. Under NEC4 give an early warning as soon as you are aware.

12 Instructions, RFIs, drawings and visitors

REF. NO.	TYPE EI / RFI / drawing / letter	FROM – TO	SUBJECT	RESPONSE DUE / STATUS

VISITORS (NAME, ORGANISATION, PURPOSE)

MEETINGS HELD / MINUTES REF.

14 Sign-off

PREPARED · SITE ENGINEER

NAME

SIGNATURE

DATE / TIME

APPROVED · SITE MANAGER

NAME

SIGNATURE

DATE / TIME

RECEIVED · ENGINEER'S REP.

Confirms receipt, not agreement to quantities or claims.

NAME

SIGNATURE

DATE / TIME

How to use this report

1. One report per site, per shift, completed during the day and submitted to the Engineer by 09:00 the next working day.
2. Read hour meters, odometers and fuel dips at the start and end of every shift. Fuel issued in §04, §05 and "other issues" must equal total issues in §06.
3. Record every delay, standby and instruction with times and references: these entries are the evidence for any extension of time or cost claim.
4. Attach plant time sheets, delivery notes, test results, permits and dated photos, and keep the signed original in the project file.

FIDIC 2017 Sub-Clauses 6.10, 8.3, 20.2 · NEC4 cl. 15 early warning · ISO 9001 · ITP · ISO 45001 · ISO 14001 · IFC PS / World Bank ESF · Ghana Labour Act 651